



# User Guide for the Booking and Management Portal openIRIS at the Department of Veterinary Medicine at the Freie Universität Berlin

(updated July 2024)

Overview

<b>Step 1</b>	Login
<b>Step 2</b>	Group registration
<b>Step 3</b>	Registration FB Veterinärmedizin

## General Notes

*This part of the user guide is primarily dedicated to Principal Investigators (PIs) to register a new group*

The Department of Veterinary Medicine consists of various units (WE01-20) with diverse and subject-specific research projects. The bundling of specific resources, devices and services within the institute is accomplished via the booking and management system **openIRIS**.

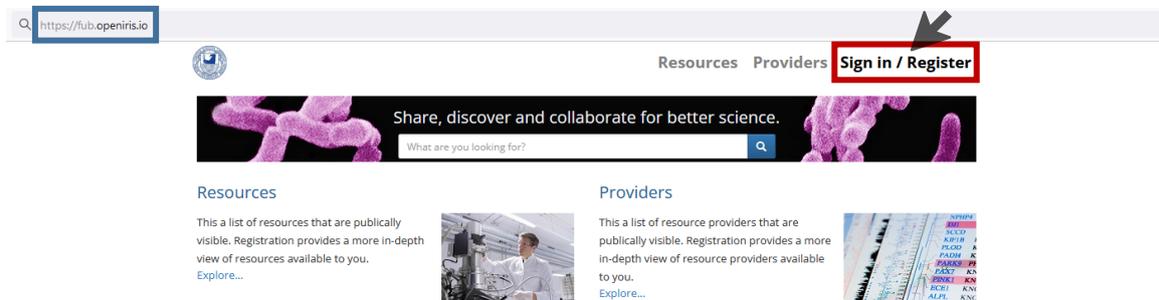
The Veterinary Center for Resistance Research (TZR), as a national and international veterinary research center, combines basic research in infectious medicine, hygiene subjects and veterinary-clinical issues of resistance research affiliated to the **Department of Veterinary Medicine at the Free University of Berlin (FUB)**. The TZR, with its service units mass spectrometry and microscopy, serve as central contact for the integration of devices and services within the department into the openIRIS portal and successively address other institutes. For any urgent questions or comments, please contact the lab manager of the respective service units.

In the following, we briefly introduce major aspects and give short introductions to the openIRIS portal. Here, it is briefly explained how to **log into the openIRIS portal**, create a **new group**, and **register** for the **FB VetMed** to get **access to all devices** and **services** at the campus. For detailed information, we refer to the wiki documentation of the openIRIS portal (see link below).

**Documentation:** <https://wiki.helsinki.fi/display/openiris>

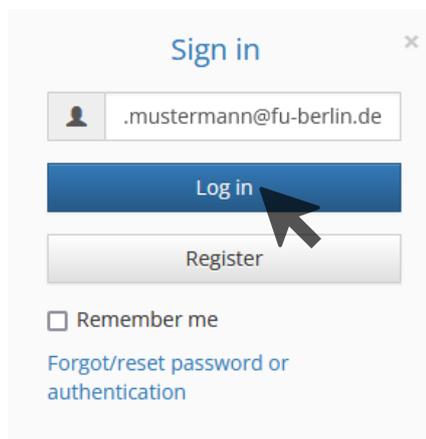
## Step 1 Login

To access the online portal **openIRIS**, open your browser (Firefox, Chrome, Edge etc.) and enter the web address (<https://fub.openiris.io>) for direct access to the FU Berlin portal (**Figure 1**).



**Figure 1.** Login web address of the online booking and management system openIRIS via the FU Berlin portal.

Press on the **Sign In / Register** button and a new window pops up (**Figure 2**). You can only register with an **email address from the FU Berlin (@fu-berlin.de)**. After entering the email address and pressing the **Log in**-button, you will be forwarded to the *Zedat login page*, where the FUB-specific *login name* and *password* must be entered. After that you get directly access to the openIRIS portal.



**Figure 2.** Login window for online portal openIRIS.

Now you have access to the openIRIS portal and can see all the devices and services of the different organizations. However, you have not yet been authorized to make bookings or inquiries as long as you do not belong to a group and have been assigned to any provider (department) (see next chapter).

*If, after login, you arrive on a blank page with only the FU-Logo displayed on the upper left, maybe an advertise blocker prevents execution of the necessary Java Scripts. Disabling of the blocker for <https://fub.openiris.io> may help in this case.*

## Step 2 Group registration

Before any bookings or inquiries can be made, the PI must apply to register the group for the openIRIS portal as follows:

- (1) First you have to go to the tab **Services** and look for the entry *Add my group to FUB IRIS FU-Berlin* (**Figure 3**).

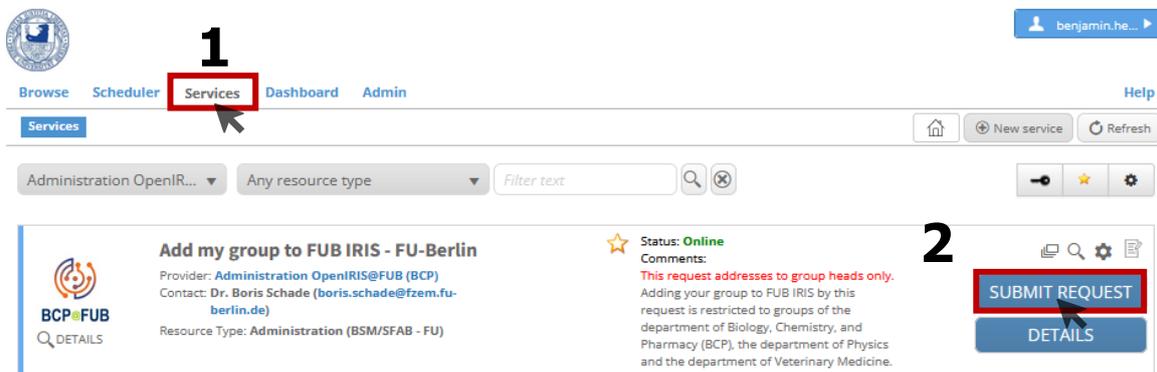


Figure 3. Group registration request via the 'Services' tab of the online booking tool openIRIS.

- (2) Press **SUBMIT REQUEST** button and fill out the short form that pops up in a window (**Figure 4**). Please fill out the short form with all relevant information, accept the usage policies of the respective provider, and submit the form. The application will be reviewed and the group prepared in the openIRIS portal accordingly.

Figure 4. Short form to register a group to the FUB IRIS portal by the group admin.

**Please note, the PI and admin of the group are responsible for any costs incurred by group members!**

### Step 3 Registration with FB Veterinärmedizin

FB Veterinärmedizin provide access to their resources based on the group. Thus, the **group's registration** with FB Veterinärmedizin is **mandatory** to provide group members with access to the resources. Members, of groups that are not registered with FB Veterinärmedizin, are not able to book their resources.

- (1) Group's admin has to click on the tab **Services** and look for the entry *Register my group with FB Veterinärmedizin* (Figure 6).

The screenshot shows the 'Services' tab in the openIRIS interface. The 'Services' tab is highlighted with a red box and a '1' next to it. Below the navigation bar, there are search filters for 'Fachbereich Veterinär...', 'Any resource type', and a 'Filter text' input. Two service entries are listed:

- Project Meeting - Mass Spectrometry**: Status: Online. Provider: Fachbereich Veterinärmedizin. Contact: benjamin.hempel@fu-berlin.de. Resource Type: Project. Location: TZR. A 'SUBMIT REQUEST' button is visible.
- Register my group with FB Veterinärmedizin**: Status: Online. Comments: Group access to FB Veterinärmedizin is necessary to allow all group members to book resources of the core facility. Preferably, the request should be put by the group head. A red box highlights the 'SUBMIT REQUEST' button, with a '2' next to it.

Figure 5. Group registration with the FB Veterinärmedizin request via the 'Services' tab of the online booking tool openIRIS.

- (2) Admins have to click on the **SUBMIT REQUEST** button and fill out the short form that pops up in a window (Figure 7). Please fill out the short form with all relevant information, accept the usage policies of the respective provider, and submit the form.

The screenshot shows the 'Register my group with FB Veterinärmedizin' form. The form is titled 'Register my group with FB Veterinärmedizin' and has a 'Request for:' field with the value 'benjamin.hempel@fu-berlin.de'. Below this is a 'Note' section with the following text:

The registration is necessary to access to the instrumental infrastructure of the FB Veterinärmedizin. Usage of the infrastructure is based on the respective core facility user agreements. Groups in OpenIRIS are needed for the entitlement to book devices and services as well as for the obligation to adopt the costs for such bookings. Therefore, a group needs its own cost centre to be debited! The requester accepts the storage and usage of his/her email address, real name and bookings of the group members for the purpose of billing and measurement scheduling by the respective core facility. If your group is not yet installed in the FUB (IRIS) booking system this will be done concurrently. This can, however, only be done for groups of the Freie Universität Berlin. All other groups must be registered at their institution, at first.

The form contains the following sections:

- Personal information**: Name (max. 128 characters), Surname (max. 128 characters), Institutional email (ending with fu-berlin.de, max. 128 characters).
- Group information**: Institution (max. 128 characters), Department (max. 128 characters), Group installation (checkboxes for 'My group is not yet registered in IRIS, so please install my group.' and 'My group is already registered with IRIS.').
- Groupname**: Groupname (only if group is already registered in IRIS, max. 128 characters).
- Info**: If you register a new group, you will automatically become the group admin of this group and will be responsible for the acceptance or rejection of group membership requests. You will be able to appoint another member of your group as additional group admin.

At the bottom, there are two buttons: 'SUBMIT' (highlighted with a red box) and 'CANCEL'.

Figure 6. Short form to register a group to the FUB IRIS portal by the group admin.